

Navarro County 911 Addressing Policy

Article I. Addressing Standards & Procedures

Section 1: Purpose

The purpose of this policy is to establish a uniform road naming and property address numbering system for use in Navarro County with the intent to enhance and ensure the easy and rapid location of properties for public safety and emergency services response.

Section 2: Authority

Authority to set addressing standards was granted to counties in 1989 through Senate Bill 1091 which amended the County Road and Bridge Act. Section 2.001(b), Article 6702-1, Vernon's Texas Civil Statutes, authorized Commissioner's Courts to adopt their own addressing standards to name roads and assign address numbers to properties within unincorporated areas.

Section 3: Jurisdiction

This policy is limited to the unincorporated areas in Navarro County and/or any city that chooses to have Navarro County conduct addressing and/or GIS on the City's behalf through an interlocal agreement (ILA).

Section 4: Responsibility

The Navarro County Addressing Coordinator is assigned the responsibility of the E911 addressing system. The addressing coordinator creates and maintains GIS data as address points, roads and polygon boundaries.

The address coordinator is the individual responsible for:

- A. Assigning new addresses as described in the document
- B. Maintaining address records for each property assigned a road address
- C. Changing existing addresses when necessary for conformance with these guidelines
- D. Create/maintain a Road Name index to function as a Master Street Address Guide (MSAG), a database which houses all streets and addresses within Navarro County boundaries for emergency services purposes.
- E. Cities responsible for addressing within their city limits will submit all necessary information (permits and new addresses) to the Navarro County coordinator to be added to GIS Mapping.

Article II. Road Addressing

Section 1: Road Addressing Components

The logical, grammatical order of address elements will be as follows: address number, directional prefix (if any), primary road name, road type, suffix. Road name should not exceed 30 characters, including spaces. The shorter the name, the easier it is to remember in an emergency. This means the address number, road name, suffix including spaces would be no longer than 30 characters. (USPS standards from Publication 28 Appendix F)

A. The address number is the numeric component of an address that precedes the road name and is officially assigned to a specific structure. (e.g. 101 Canyon Creek Rd).

B. The primary road name is the officially designated road name used for addressing. (e.g. Canyon Creek Rd) Road names must be submitted for review to the Navarro County Addressing Coordinator to determine if they are compliant with the 911 database prior to the approval of a plat. This process is recommended for new City streets as well, but ultimately each City has jurisdiction over the street names within its boundary.

1. Duplicate or similar-sounding primary road names will not be approved in an attempt to prevent emergency responders from being routed to the wrong location. (e.g. PINE ROAD & PINE LANE, CATHY LANE & KATHY LANE, MEADOW ROAD & NORTH MEADOW ROAD).
2. Avoid special characters, such as hyphens, apostrophes, periods or decimals in road names (e.g. O'Reilly, Bob-A-Link, J.F Kennedy).
3. Avoid the use of suffixes, directional suffixes, prefixes, and directional prefixes as street names. (e.g. North Mountain Road and South Avenue, North Loop, Court Street, Avenue of Pines)
4. No single letter street names allowed. (e.g. A Avenue, Z Lane)
5. Avoid using numbers as part of the street name (e.g. Lakes of 610, Park 20). Exceptions to this would include state, federal roadways and FM roads.

C. The suffix indicates the road type (e.g. STREET, DRIVE, AVENUE, ETC.)

Every official primary road name should have a corresponding standard suffix that complies with the National Emergency 911 Association's (NENA) standards. When naming new roads, consider the following suffix suggestions:

- **Avenue** = a thoroughfare running principally in a north-south direction (or could be east-west depending on how "street" is defined).
- **Circle** = short road that returns to itself; circular or semi-circular roads.
- **Court** = Permanently closed road such as a cul-de-sac; dead-end road, usually under 1,000 feet in length, or horseshoe-shaped road.
- **Lane** = Private road or driveway.
- **Loop** = Short drive that begins and ends on the same road
- **Road** = most common designation for a secondary thoroughfare; generally indicates a heavily traveled route.
- **Street** = running principally in an east-west direction (or could be north-south depending on how "avenue" is defined).

Section 2: Addressing Conventions

A. Addressing will start at one end of a road, the beginning point, and address numbers will increase in size at the standard addressing interval while traveling along the road until the end.

B. Odd numbers will be assigned to properties on one side of the road and even numbers to properties on the other side of the road.

C. Address numbers should not exceed five characters.

D. Fractional addresses are not permitted. (e.g. 101 1/2 ZED CREEK RD).

E. The interval between address numbers should be sufficient to allow address number assignment to additional principal buildings between, behind, or in front of existing principal buildings.

F. Structures will be addressed off the street with front door access.

G. Buildings and Properties Not Requiring Addressing: The following types of buildings and properties will not be required to have a physical 911 assigned to them –

1. Farm buildings without utilities and not used for residential purposes.
2. Accessory buildings that have uses that are accessory to the primary use of a primary building. (e.g. detached storage sheds)
3. Oil and gas wells, water wells, electric sub-stations and other similar utility facilities.

H. Unoccupied/Vacant Property Addresses: Properties on which no buildings have been constructed or laid out, will not be addressed until a structure is planned.

Section 3: Addressing Procedures

Obtaining a new address requires a formal application process. Once the permit application packet is complete, we will conduct a comprehensive review covering road access, floodplain status, culvert requirements, land division, and septic system violations.

After all documentation requirements are satisfied, an address will be assigned. Written notification will be provided to the property owner once the final assignment is complete.

- **NOTE:** Permits that are required for construction in Navarro County include but not limited to:
 - Culvert Permits (on county roads)
 - Development / Building Permits
 - Septic Permits
- No permits will be issued for illegal divisions of property.

A. New Addresses: A permit application with required supporting documents should be submitted to Navarro County Planning & Development.

1. The permit application should be at the request on the property owner.
2. Navarro County does require proof of ownership of the property prior to issuance of an address. A copy of the recorded deed is required to show ownership and a valid Photo ID.
3. A general site plan: an aerial image showing the general layout of the property lines (can be obtained from using an interactive map at: <https://esearch.navarrocad.com/> to be marked with a “X” for the location of the proposed structure and a line to mark the general location of the driveway access from a public road.
4. A survey of the property is desired if there is one and may be required if there are discrepancies.
5. The new address is assigned based on the standards of this order: street name, address range of the street segment and surrounding addresses.
6. The address will be entered in the mapping software and updated in the GIS portal.
7. The property owner/applicant will receive an address assignment letter when the address is final.
8. The Navarro County Planning & Development office may need to make a site visit to the property.

Section 4: Reasons to Re-Assign Addresses

A. The following are some circumstances that at the discretion of the addressing coordinator, may require the re-assignment of addresses, but address re-assignment is not limited to this list:

1. Address number(s) out of sequence

2. Odd and even numbers mixed on the same side of the road
3. Change in road name
4. Relocation of driveway, when driveway is used as point of address assignment
5. Erection or location of new buildings on a driveway, if this creates a “stacked addresses”
6. Relocating buildings on property
7. Address number not officially assigned
8. Non-compliance of an existing address with the requirements stated within this document
9. There is no space between house numbers for forthcoming development.

B. In the case of an address change due to re-addressing, a letter will be sent by the addressing coordinator to the old address or other address(s) provided by the property owner or occupant. We will also notify USPS, Navarro Central Appraisal District, Navarro County Elections and Navarro County Sheriff’s Office.

Article III. Private Roads

Section 1: Private Road Naming for New Development

For the purposes of this document, a private road is defined as a driveway, thoroughfare, or other pathway that is effectively navigable by a motor vehicle, is not a public road or highway as defined by the State of Texas Transportation Code (Title 6, Subtitle C, Section 251.002), and is recorded in the Navarro County 911 Addressing database with a specific and identifying complete road name.

- A.* All new developments and subdivisions (recorded or unrecorded) of land that create new streets in Navarro County, whether public or private, shall submit a ROAD NAME REQUEST FORM and a survey or plat to Navarro County Planning & Development. (see attached form)
- B.* Any road regardless of length, that provides access to three or more structures shall be named.
- C.* A private restricted road will not require naming and will be treated as a driveway when the road is used to access 2 or less structures.
- D.* The naming or final name approval of the privately maintained road shall not constitute nor imply acceptance of the road for public maintenance or that mail can be delivered to your structure.
- E.* Pre-planning subdivisions: new subdivisions will require road name assignment by the developer with approval from the county addressing coordinator prior to final plat certification.
- F.* Approved Road names shall appear on the final plat of the subdivision.
- G.* Unrecorded subdivisions (lots over 10 acres): The private road naming request form must be submitted to the county addressing coordinator for approval. An unrecorded plat/survey will be required.
- H.* All public and private roads in Navarro County must have names approved and must be mapped in the county GIS system before addresses can be assigned.

Section 2: Road Name Changes

A. Road name changes should be avoided unless it is absolutely necessary. Typically name changes cause confusion with historical documents. Each request for a road name change would be considered independently. Name changes must meet the same criteria established for new road names. 100% of other property owners whose property touches this road would need to support the change.

B. Documentation for the change:

1. Navarro County Private Road Name Change Request Form must be completely filled out. (see attached form)
2. If the road is within a recorded subdivision, the change would need to be recorded as a revised or amended plat in the Navarro County Clerk's office.
3. The documentation would need to be recorded at the County Clerk's office and include the printed name, mailing address for, and signatures of all the owners of any properties that use the road or driveway as their primary property access.

C. It is the responsibility of the person submitting the form to ensure all required signatures are obtained. Where a named private road or easement is specified on a final subdivision plat approved in Commissioner's Court and the name provided on the plat is compliant with all requirements set forth in this document, this shall serve as an official private road name request and the Navarro County Private Road Name Request Form described earlier in this section shall not be required for that specific request.

Article IV. Posting of Address

Road signs and property address markers complete the link between assigning addresses and locating properties. The Navarro County Addressing Standards require property owners and inhabitants to post assigned property numbers.

Section 1: Address Numbers

- A. It shall be the responsibility of the property owner to purchase, install, affix and display an address assigned or reassigned by the addressing coordinator.
- B. It shall be the responsibility of the property owner to notify the addressing coordinator of any changes to the property that may require additional address numbers or reassignment of address numbers.
- C. New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the road or road fronting the property. These numbers shall contrast with their background and shall be a minimum of 3-1/2" inches high.

Article V. Miscellaneous Provisions

Section 1: Severability

In case any one or more of the provisions contained in these guidelines is for any reason held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision hereof, and these guidelines will be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

Section 2: Disclaimer

All duties of the addressing coordinator are performed based on the information available in the Navarro County 911 Addressing Database. Any resulting address assignments, re-addressing, or other such resulting products of the addressing coordinator's duties, including maps and datasets showing information about roads and addresses, are provided by the Navarro County 911 Addressing Coordinator with the information available in the Navarro County 911 Addressing Database. This data, however, is provided without guarantee of accuracy of data. It is not intended to imply property ownership. It is not intended to imply legal or contractual

obligations in any respect; it is not an express or implied warranty. Furthermore, any maps or other products produced by the addressing coordinator or with data from the Navarro County 911 Addressing Database that may be construed to represent property boundaries are for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. Such a map or product does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.